



U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART	SUBJECT	RELEASE NUMBER
231 FW 1 & 2	Training Management	430
ORIGINATING OFFICE	Continuous Learning	DATE
National Conservation Training Center	Individual Development Plans	September 3, 2003

EXPLANATION OF MATERIAL TRANSMITTED:

231 FW 1 formalizes the Service's Continuous Learning Policy and establishes continuous learning as a high priority with a minimum goal of 40 hours of learning activities annually for all permanent full-time employees.

231 FW 2 establishes policy and guidance on Individual Development Plans and makes them mandatory for all permanent full-time employees.


Acting DIRECTOR

FILING INSTRUCTIONS:

Remove:

231 FW 1, 05/31/94, FWM 140
231 FW 2, 05/31/94, FWM 140
Exhibit 1, 05/31/94, FWM 140
Exhibit 2, 05/31/94, FWM 140

Insert:

231 FW 1, 09/03/03, FWM 430 (2 pages)
231 FW 2, 09/03/03,, FWM 430 (1 page)

**FISH AND WILDLIFE SERVICE
EMPLOYEE DEVELOPMENT AND TRAINING**

Employee Development and Training

Part 231 Training Management

Chapter 2 Individual Development Plans

231 FW 2

2.1 What is the purpose of this chapter? This chapter provides guidance on Individual Development Plans (IDP) for Service employees.

2.2 To whom does this chapter apply? This chapter applies to all employees.

2.3 What is an Individual Development Plan? The IDP is a document (FWS Form 3-2020B) that we use to record an individual employee's current training needs and short- and long-term career goals; and for scheduling training and developmental activities. An IDP should be designed to improve performance, sharpen professional competencies, and prepare the individual for positions of changing or greater responsibility. The IDP is not a wish list, but an actual documentation of activities that the supervisor approves for completion during the performance year.

2.4 Is an IDP prepared for each employee? All permanent full-time Service employees must have an annual IDP. The IDP is optional for nonpermanent employees except that supervisors must use an IDP to document and approve any training provided to nonpermanent employees.

2.5 Who is responsible for IDP's?

A. Line Managers will hold subordinate supervisors accountable for implementing the policies outlined in this chapter.

B. Supervisors will:

(1) Review the continuous learning needs and activities of each employee during the annual performance review/evaluation.

(2) Approve an IDP (FWS Form 3-2020B) for each permanent employee no later than 60 days into the performance year.

(3) Budget for approved IDP activities at the beginning of the fiscal year.

(4) Work with the employee throughout the year to implement the IDP, barring any major funding or workload changes that might prevent implementation.

C. Employees will:

(1) Identify the goals of their current position, their short- and long-term goals, learning objectives, and continuous learning activities through discussion with their supervisor.

(2) Complete FWS Form 3-2020B to include the training and other activities agreed upon with the supervisor.

(3) Submit FWS Form 3-2020B to the supervisor for final approval. Both the supervisor and the employee will retain a copy.

(4) Work with their supervisor throughout the year to implement the IDP.

2.6 When should the IDP be completed? The IDP should be completed in conjunction with the individual's annual performance plan. Supervisors will approve an IDP for each permanent, full-time employee no later than 60 days into the performance year.

2.7 Where can I find more information on IDPs? The National Conservation Training Center has an online training course called [Creating an Effective IDP](#).